

Planning Board
Minutes
March 28, 2023

Present: Tom Davidson, Chair
Gary Bohan, Vice Chair (Delayed)
Paul Carey
Kathy Robertson, Clerk
Margaret Carroll, Treasurer
Bill Tessmer, Associate Member

Staff: Grace Brownell, Mike Antonellis

Meeting called to order at 7:00pm.

GENERAL BUSINESS:

1. Previous Minutes approved as amended. Vote 3 in favor, 1 abstention.
2. Treasurer's Report: Expense report/ account balance not presented/ passed over. Treasurer will meet with the Town Planner to go over new administration salaries. Financial Report to be reviewed at April 11, 2023 meeting.
3. Planner's Report:
 - a. On a trial basis, both the Administrative Assistant and the Planning Board Clerk will take minutes. A decision will be made at a later date whether to shift responsibility for the minutes from Board to Board staff. The board voted to table discussions on posting the meeting video on the website.
 - b. MBTA communities: Town Planner has been working with CMRPC and MRPC to develop a model that will provide a roadmap for compliance with the Commonwealth's MBTA Communities mandate. Town Planner will present information to the Planning Board at its April 25, 2023, meeting.
 - c. The Facade Program went live and has been met with limited interest. The Town Planner suggested an increase in outreach.
 - d. The owners of 141 Milford St. are seeking approval to site a light manufacturing operation in a commercial industrial zone. Town Planner noted that light manufacturing in a commercial industrial district is a non-conforming use and would require a special permit from the ZBA before it is heard by the Planning Board. The Town Planner will look more into what this entails.
4. Review of ANR for 54 Grove Street: Applicant provided additional information on the ANR plan presented on March 14, 2023 as requested by the Board. The additions satisfied the Board. Motion made to approve the ANR. Vote 5-0 in favor.
5. Continued Public Hearing, East Street Estates: Regular meeting suspended at 7:21 pm. Public hearing continued on East Street Estates. Motion made to continue East Street Estates public hearing until April 25, 2023 as requested by applicant. Vote 5-0 in favor. Motion made to extend the decision deadline to the Planning Board meeting on April 25, 2023. Vote 4 in favor, 1 abstention. If another extension is requested, the Board requests sufficient notification prior to meeting. Regular meeting resumed.

6. Brief discussion on Continued Public Hearing, Governor's Landing- Regular meeting suspended at 7:32pm and the Public Hearing continued from March 14, 2023 was reopened. Board had granted applicants request to continue hearing Until April 11, 2023 at its March 14, 2023 meeting. Applicant requested Board be prepared to vote on waiver requests at its April 11, 2023 meeting. Board Chairman stated that a vote on waivers cannot occur until the plan is approved by the Board. The Board requested that the applicant make another copy of the waiver requests available to the Board prior to the April 11 Public Hearing.
7. Discussion on 0 Westboro Road: Applicant discussed potential development options/site configurations for the property they own on 0 Westboro Road. Discussion on 0 Westboro Road to be continued on April 11, 2023.
8. PLANNING BOARD DISCUSSION OR ACTION ITEMS:
 - a. Zoning Articles Submitted to Town Meeting Warrant. Public hearings scheduled for April 11 for two proposed bylaw changes.
 - i. Article 35: The requested amendment will increase membership in the Zoning Board of Appeals (ZBA) from three (3) to five (5) members.
 - ii. Article 37: The requested amendment will change the Zoning Bylaws to regulate development and placement of small cell wireless installation.
 - b. Community Center Updates –Town Planner noted he is waiting for the As Built Plan to come in. There were inquiries about sign up process for utilizing the building. Different uses will be made available at various times. Soft opening is projected for April 29, 2023, and the hard opening is in June.
 - c. Housing Production Plan (HPP): The Town held a public forum where residents could review the Town's draft HPP and provide input. The HPP, if approved, will provide a blueprint for the type of housing needed in the community, the preferred location of housing, and bylaw changes that will facilitate the development of preferred housing options if needed.
9. Next Meeting Scheduled for April 11, 2023, at 7 pm.
10. Meeting adjourned at 8:09pm.

Document List:

Governor's Landing:

Stormwater Management Study for Governor's Landing; March 2023

Developable Area Exclusions Plans, Ashland-Chestnut Reality, LLC

Upton Planning Board, ZBA and Conservation Commission; Michael Antonellis, March 12, 2023

Overall Existing Conditions Plan; Ashland-Chestnut Reality, LLC; March, 8, 2023

Fire Department Comments: Governor's Landing; Michael Antonellis; March 20, 2023

Westboro Road:

Westboro Road Conceptual Subdivision Plan; Allen & Major Associates, Inc; February, 07, 2023

Westboro Road Approval Not Required; Allen & Major Associates, Inc; June, 09, 2022

East Street Estates:

Grant of Extension "East Street Estates"; March 28, 2023